

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 354
RANGE: 136
NON-EXEMPT

PROGRAM TECHNICIAN FOR VISUALLY IMPAIRED

BASIC FUNCTION:

Under the direction of an assigned supervisor, transcribe a variety of complex instructional materials into an appropriate media such as braille, large type or raised line drawings; prepare necessary specialized equipment and materials for visually impaired students to receive regular school information; perform a variety of office support duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist in the purchase and distribution of low incidence items including, but not limited to, assistive technology, textbooks, materials and supplies.
- Communicate with other Special Education Local Area Plan (SELPA) districts to borrow and lend materials to districts throughout the state.
- Communicate with teachers, other departments and outside agencies to exchange information, resolve issues and coordinate activities; consult with teachers regarding education goals and objectives of student and provide evaluative and observational data to teachers.
- Create and bind braille and large print books; manage, order and ship a variety of braille/large print books and materials from specialized resources; prepare books and materials for utilization at various school sites; pick up and deliver materials from school sites and the county office; maintain a braille library for visually impaired students within Fresno County.
- Create, update and maintain a database of braille textbooks and large print materials in order to facilitate the easy return of borrowed textbooks.
- Frequently inspect braille textbooks and materials to determine the need for mending, binding or discarding; assess need for replacement or repair of braille and large print instructional materials for the visually impaired.
- Maintain a time sensitive system to log incoming requests for braille, large print, and audio materials that clearly communicates with district staff, to ensure students receive instructional materials in a timely manner.
- Manage and archive braille and large print materials to support current academic curriculum.
- Monitor assigned federal quota budgets and track the status of textbooks, materials and supplies ordered; sort and distribute incoming mail; collect all inter-office and district mail and prepare for pick-up as assigned.
- Operate a variety of office and specialized equipment including a Braille, Braille embosser and other specialized braille duplicating equipment, large print typewriter, tactile image enhancer, copier, laminator, scanner, binder, schedule and/or arrange for major repairs of specialized equipment as necessary.
- Participate in the acquisition of printed materials, such as textbooks and other materials; communicate with school districts, vendors, press representatives and others to arrange for the purchase, delivery and loan of learning materials as necessary.
- Perform a variety of activities related to shipping, receiving, storing and delivering of supplies and materials as assigned; receive, unload and inspect deliveries and review for accuracy; communicate shortages, damages or other shipment discrepancies to program administration; prepare and maintain records based on orders requested and purchased by program administration, teachers and support personnel; verify and file purchase requests.
- Perform a variety of specialized duties including scanning, formatting, and modifying instructional materials while maintaining the integrity of the original content for use by visually

- impaired students.
- Perform related office support activities, such as typing correspondence and letters and filing activities; order supplies from outside vendors; provide information on program schedules and activities and respond to questions and inquiries as appropriate.
- Prepare copies of tests, study materials, textbooks and other specialized materials for visually impaired students; type instructional materials, lessons, and worksheets in large type print for partially sighted students; overwrite braille materials with printed words for teachers to read.
- Stay current on new technologies for the visually impaired and advise program administration and teachers of new developments; research new technologies based on the visually impaired teachers needs and requests.
- Transcribe a variety of instructional materials into an appropriate media such as braille, large type, tape recording or raised line drawings; determine appropriate format; proofread and verify accuracy of transcribed materials; maintain a variety of records related to work performed.
- Work with the California Department of Education, outside vendors, and other districts throughout the state to receive, process and distribute a variety of books and instructional materials utilized in the program for the visually impaired; maintain inventory of visually impaired and braille transcriptions, large print and braille books, tapes and other equipment and supplies.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic financial and statistical record-keeping techniques.
- Basic math.
- Braille transcription and recognizing cells in braille.
- Duxbury Translation Software, Adobe Pro, Microsoft Office.
- Embosser used to produce braille.
- Indexing and inventory procedures for Braille and large print materials.
- Methods, materials, equipment and techniques used in braille transcription.

- Modern office practices, procedures and equipment.
- Operation of a computer and specialized software specific to the needs of the visually impaired.
- Research methods specific to the visually impaired population.
- Special Education and the visually impaired population.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Ensure efficient and timely completion of projects and activities.
- Complete intricate work with many interruptions.
- Compose correspondence and written materials independently.
- Format and create braille books and raised line drawings.
- Maintain a braille library for the use of visually impaired students across thirty districts.
- Maintain confidentiality of sensitive student information as mandated under IDEA.
- Maintain records and files.
- Maintain work area in a safe condition.
- Meet schedules and time lines.
- Operate a computer and specialized software specific to the needs of the visually impaired.
- Operate a variety of specialized equipment including a Braille, Braille embosser and binder.
- Plan, coordinate and organize office activities.
- Prepare a variety of tactile instructional materials.
- Prioritize and schedule work.
- Speak with clear articulation and inflection into a tape recorder.
- Support teachers of the visually impaired.
- Transcribe a variety of instructional materials into an appropriate media such as braille, large type, tape recording or raised line drawings accurately.
- Understand and follow written and oral directions.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures specific to the visually impaired population.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Associate's degree preferred.

EXPERIENCE:

- Demonstrated experience transcribing braille and large print textbooks.

LICENSES AND OTHER REQUIREMENTS:

- Valid Literary Braille Certificate issued by the Library of Congress or completion of certificate within one year of date of hire.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.
- Valid defensive driving certificate issued by an authorized agency within one year of date of hire may be required.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: July 1, 2003

Revised: December 17, 2007

Revised: July 1, 2013

Revised: November 14, 2017